



Human Resources Newsletter

February 2002 News

What's New, What's Hot

- Civil Service announced new application and testing procedures for special and promotional jobs posted on CS's JOB SEARCH ([General Circular 1471](#) has details).

Special Events

- February 1st - DOTD hosts Groundhog Job Shadow Day. Scotlandville Engineering Magnet High School students will shadow one-day mentors at HQ, LTRC, Materials & Testing, Traffic Services, & Transportation Planning/Safety for a close-up look at how skills learned in the classroom are put into action in the workplace.
- February 6th - Career Fair at LSU
- February 6th - Civil Service Commission hearing, 9 a.m., Civil Service
- February 6th - HQ's New Employee Orientation, 8:30 am
- February 12th - Statutory holiday; Happy Mardi Gras!
- February 13th - SCHR meeting
- February 20th - 360-Degree Feedback Orientation (HQ Auditorium, 2:00 p.m.)
- February 25th - Career Fair at McNeese
- February 27th - Career Fair at Southern

HR Unit Updates

Compensation Unit

- ET Job Study: New jobs/pay grades still pending approval by Governor.
- The SCHR met 1/10, 1/16, and 1/23 to review proposed position allocations and organizational structures. Based on SCHR's decisions, HR has scheduled meetings to advise section heads; districts/sections will be advised by HR as to when to submit individual position descriptions.
- The DOTD Safety job study package was submitted to Civil Service 1/10/02 for consideration/approval at CS's July 2002 pay hearing.

Personnel Management Unit

PPR's with "fatal" flaws that result in "Unrated" (0.00) rating include:

- Those not issued timely and those without Reviewer's signature
- PPR's not done at all also result in "Unrated" ratings. These may be appealed by an affected employee by submitting a written request for review to Stephanie Ortis, HQ HR, within 15 days of employee's anniversary date. Refer to PPM # 55 for specific procedures. Reminder: All supervisors who prepare PPR's must take the PPR training course; schedule through Gordon Smith of LTRC.



Human Resources Newsletter

February 2002 News

HR Unit Updates (Continued)

Benefits Unit

- Military leave information packets were mailed in January to each active member of armed services and to each Section Head and District Administrator. If more information is needed, please contact Paula Berwick at 379-1229.
- Reminder: Act 844 requires that positions vacated through early retirements are abolished and Section's/District's T.O. accordingly reduced.
- Plans are being made for DOTD HQ's "Take your Daughters to Work" program in April; anyone interested in volunteering to work on program/plans, please advise your Section Head or contact Dee Everett at 379-1239.

Operations Unit

- Reminder: DOTD hiring freeze still in effect; in order to fill vacancies from outside DOTD, justification/requests must be submitted through chain of command to the Undersecretary's Office.